

**FILED:**  
**RETURN TO**

RECORDS MANAGEMENT OFFICE OF GENERAL SERVICES  
ADMINISTRATIVE SERVICE  
REPORT OF OPERATIONS

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FROM: Chief, Records Management & Distribution Branch 3 March 1953

TO: Chief, General Services

SUBJECT: Monthly Report of Operations for the period ending 28 February 1953

A. Personnel

On Duty Vacancies In Process

Office of Chief  
Rcds. Mgt. Section  
Rcds. Center Section  
Mail Control Section

25X1

1. No. on leave three days or more:

Rcds. Mgt. Section  
Mail Control Section  
Records Center Sec.

25X1

2. No. on special detail out of office 2. How long?

Records Mgt. Section - 1 Full Month  
Records Center Sec. - 0  
Mail Control Sec. - 1 Full Month

3. Where: One Records Analyst to Jackson Commission  
One man in Transportation Division as full time courier.

4. No. pending resignation, transfer and/or reassignment:

Records Management Section -  
Records Center Section -  
Mail Control Section -

25X1

5. Specific cases on item 4 not in previous reports.                       
Couriers

25X1

6. New applicants interviewed 4. Recruited by Personnel 3  
Recruited by this office 1.

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**B. Administration and Problems:**

Records Management Section-In December, one of the legal staff members in the Office of the General Counsel requested the assistance of the Records Management and Distribution Branch in reorganizing their files. In a further discussion of the problem this week, our representatives were referred to a girl who maintains a file, consisting of two cabinets, for one office. In the discussion it developed that she is concerned only with this one file and that she has rather fixed ideas as to what needs to be done. While no commitment has yet been made, it is not planned to take any action unless approval is given by the Chief of the Office for a survey which would take in all files of the Office. Any assistance given by this office after the survey would be on the basis of our recommendations approved by the head of the office. From a Records Management viewpoint, there is nothing to be gained by using our analysts as clerical assistants in setting up small files for secretaries who will have the final decision as to systems employed.

25X1 [ ] of the Historical Staff was experiencing difficulty in servicing the newspaper and magazine clippings maintained in his office. Upon his request, an analyst from this Branch reviewed the material and developed an acceptable plan for filing and finding the daily accretions of clippings. The plan will be installed and personnel trained in its use early in March.

A representative of the Department of State was contacted in order to discuss means for simplifying and expediting State Department approval for Agency personnel to examine "restricted access" materials maintained by the National Archives for the Department of State. Previously, a letter was written to the Department of State requesting approval for each case. Upon receipt of a reply, another letter was written to National Archives requesting access to the material and indicating State Department approval had been given. In the future a letter addressed to the National Archives will be routed through the Department of State for approval and forwarded by them to the National Archives.

Tentative deposit schedules for Vital Materials have now been established for the Office of Personnel, Office of Inspection and Security, and OCD/IR. Three Personnel Office records, previously microfilmed periodically for vital materials deposits, will be deposited by ~~direct means~~ in the future.

25X1 [ ] use of original or copies of documents The Forms Control Function and the development and maintenance of a standard Agency Correspondence system was transferred from O&M Services to General Services. As a result of this change, [ ] who handled the form work for O&M Services, transferred to the Records Management & Distribution Branch.

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Mail Control Section-Arrangements were made to provide courier service for the after-hour delivery and pick-up of material at the homes of the Director and Deputy Directors.

Responsibility for servicing the FI Post Office boxes was assumed by the Mail Control Section.

A system to expedite the delivery of mail in the I, J, K, & L Buildings was started this month. All mail originating in, and addressed to, the offices in these buildings is now handled internally. Previously, mail from L Building to I, J, & K was picked up on the courier shuttles and delivered on the next trip an hour later.

Starting this month, the messengers stationed in Quarters I are also servicing the Recreation and Services Building. This was made practicable when the new ramp connecting these buildings was placed in service.

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See APPENDIX A Jan. Report

C.

PROJECT STATUS REPORT

Project 1-53 - Records Management Survey of the Office  
of the Director:

Editing and typing of the report and exhibit in  
final form is now in process. The report will be  
submitted in March.

Project 2-53 - Installation of the Agency filing system  
and correspondence control system in PS&O:

In the Office of P&S, the Correspondence Control  
System and the Subject Numeric System of Classi-  
fication and Filing have been installed in the  
Transportation Division, Supply Division, Purchase  
Division, and Office of the Chief of Procurement  
and Supply Office. Real Estate and Construction  
and Coordination and Requirements are the Divisions  
in which the systems have not been installed. In  
checking back with the Divisions where the systems  
have been installed, they report that it is saving  
them time and doing away with many duplicate copies  
of correspondence.

Project 3-53 Preparation of a comprehensive schedule  
for the disposition of fiscal records.

No progress this month.

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